

Concessioner Instructions for Entering Corrective Action Information into the Database for Tracking Corrective Action

1. Save the Database for Tracking Corrective Action Tracking Form (MS Access file) to a convenient location on your computer or network drive.
2. Review the Final Audit Report in detail, and address audit findings.
3. Open the Database for Tracking Corrective Action to enter information on corrective action. When the file opens, the screen shown below will appear.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [7 Open Final Database : Form]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. A search bar on the right says "Type a question for help". The main form area has a title "Concession Environmental Management Program (CoEMP) Concession Environmental Audit System (CEAS) Database for Tracking Corrective Action". Below the title are four buttons: "Corrective Action Directions", "Enter corrective action status on audit findings (for concessioner and park)", "Corrective Action Tracking Report (Good for printing)", and "Close database". A red arrow points to the "Enter corrective action status on audit findings (for concessioner and park)" button. At the bottom, there is contact information for the CEAS Coordinator, Michael Garner, and the GreenLine Technical Assistance Number and Email.

Microsoft Access - [7 Open Final Database : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Concession Environmental Management Program (CoEMP)
Concession Environmental Audit System (CEAS)
Database for Tracking Corrective Action

Corrective Action Directions

Enter corrective action status on audit findings (for concessioner and park)

Corrective Action Tracking Report (Good for printing)

Close database

For more information, contact the CEAS Coordinator, Michael Garner, at 303/987-6911 or michael_garner@nps.gov; the GreenLine Technical Assistance Number at 303/987-6913; or the GreenLine Email at NPS_GreenLine@nps.gov.

Form View

1. Click on "Enter corrective action status on audit findings (for concessioner and park)."

The screen on the next page will appear. Audit findings in the Final Audit Report are in the same order as they are in the Database for Tracking Corrective Action.

Microsoft Access - [9 Corrective Action Tracking Form : Form]

File Edit View Insert Format Records Tools Window Help Type a question for help

Corrective Action Tracking Form

NOTE: To go to the next audit finding, use the "Record:" arrows in the bottom lefthand side of the screen.
BLUE: Concessioner enters corrective action status.
GREEN: Park enters corrective action status.
BLACK: For reference only; information cannot be changed

Audit Finding Number:

CONCESSIONER CORRECTIVE ACTION STATUS

1

Date Concessioner Corrective Action Status Entered # 2

PARK COMMENTS ON CORRECTIVE ACTION STATUS

Date of Park Observations

Record: of 1

Note: To view or add the next "Concessioner Corrective Action Status" or to view or add the next "Park Comments on Corrective Action Status" for an audit finding, use the "Record:" arrows here.

Audit Finding Closure - PARK USE ONLY

Name of NPS Staff Closing Audit Finding

Date Audit Finding is Closed Title of NPS Staff Closing Audit Finding

Priority:

Citation:

Record: of 233

Unique Finding identification number consisting of CONCID, audit date, and three digit sequential number

You can change records in the Corrective Action Tracking Form by clicking on the arrows at the bottom of the page.

8. Go to the corresponding audit finding in the Database for Tracking Corrective Action for each audit finding in the Final Audit Report by using the "Record" arrows at the bottom of the page.
 - a. Describe steps taken to correct each audit finding in the "Concessioner Corrective Action Status" box. (see Arrow #1).
 - b. Enter the date information was entered in the "Concessioner Corrective Action Status" box. (see Arrow #2).

9. Close the Database for Tracking Corrective Action by clicking on File in the upper left area of the tool bar, then Close, and then "Close Database." The information that you entered is automatically saved.
10. Send the file back to the Park Point of Contact when you have completed updating corrective action information on all audit findings so that he/she may enter Park comments regarding corrective action and/or close appropriate audit findings.